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for Standardization, ISO

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15489-1:2001, Information and Documentation—Records Management, Part 1: General (Geneva, Switzerland: ISO, 2001). 4 Definitions throughout this textbook are consistent with those in the Glossary of Records and

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Information Management Terms
by ARMA International and A
Glossary for Archivists,
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Management program will

provide you with the

knowledge and tools you need

to ensure that electronic

files are properly managed.

Folder structures and names.

Creating an electronic

folder structure that meets

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the needs of each department and ensuring that the folders within the structure are logically named are critical for accurate electronic filing, retrieval, and file ...

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1 Head Reference for Answer
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exists) Enterprise Risk
Management. M 3 C Enterprise
Risk Management. D 4 D
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M 5 Near sourcing A Global
Perspective. E 6 Off shoring
A Global Perspective

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Answers to Chapters

1,2,3,4,5,6,7,8,9 - End of
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introduction to the complex

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accordance with DOE 0 243.1,
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and the Records Management
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CHAPTER 9 RECORDS MANAGEMENT
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(including e-mail) that are

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considered official records
must be saved within a DoD
5015.2-STD compliant
Electronic Records
Management (ERM) application
or _____ Printed, To include
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transmissions and receipt

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data, and filled out
corresponding folder within
your commands or activitys
records management system

Records Management

(Department of the Navy):

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Records management is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. Records management is the process of identifying and

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protecting evidence, which comes in the form of records. In this section, you can learn about how to define a record, and what the records lifecycle looks like.

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Understanding Records
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Records Management 10th
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True b. False ANSWER: True

9. Indexing is the mental process of determining the filing segment by which a record is to be stored and the placing or listing of items in an order that follows a particular system.

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a. True b. False ANSWER:
True 10.

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Records management is about

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controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours. Together they ensure that reliable evidence of actions and decisions is kept and

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remains available for
reference and use when
needed, and that the
organisation benefits

Guide 1 What is Records
management? (2010)

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Vital records include those records which are required to recreate the School's legal and financial status, to preserve its rights, and to ensure that it can continue to fulfil its obligations to its

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stakeholders in the event of a disaster. Vital records may be in any format such as paper, electronic, microfilm etc.

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ANSWERS ' 'Records Management

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management is based upon the
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basic unit used in all
discussions of records
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